

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **GROWTH SERVICES DEVELOPMENT REVIEW COORDINATOR**

**Department:** Growth Services  
**Pay Grade:** 111  
**FLSA Status:** Exempt  
**Job Class:** 2151  
**Risk Code:** 8810

#### **JOB SUMMARY**

Under the general supervision of the Deputy Growth Services Director, this position is responsible for the detailed review, evaluation and approval of proposed development applications for conformity with land development regulations and comprehensive plans, which includes the preparation, amendment, maintenance, and interpretation of the Marion County Land Development Code and the Marion County Comprehensive Plan. Employees in this classification utilize independent judgment and decision-making skills to implement the work programs of the Growth Services Department.

#### **ESSENTIAL JOB FUNCTIONS**

- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the department, employees of other departments in the County, citizens, and customers of the department. Service is provided in person, by phone, and virtually.
- Coordinates the Development Review Plan process.
- Reviews plans to ensure compliance with codes, laws, and regulations.
- Provides information to the public on the land development code, zoning regulations, and the comprehensive plan.
- Assists Director, managers and staff in development of department work program.
- Reviews for completeness and processes building permits (commercial), special use permit applications, rezoning applications, administrative use permits, major and minor site drainage plans, ESOZ site plans, preliminary plats, variance applications, and PUD development plans.
- Guides applicants through the various development processes.
- Develops and maintains a manual for processes, policies, procedures, forms, and plan review checklists used for cross-training County staff and assisting private sector applicants in the development review process.

- Maintains up-to-date development status.
- Performs various development site inspections for compliance with the Land Development Code.
- Researches, drafts and presents Land Development Code amendments.
- Prepares agenda items for the Land Development Regulation Commission.
- Facilitates amendments to the Land Development Code through the Land Development Regulation Commission and the Board of County Commissioners.
- Determines flood plain elevation as Certified Flood Manager (CFM).
- Performs miscellaneous administrative duties as delegated by the Deputy Growth Services Director.
- Schedules pre-application meetings with applicants and Growth Services staff.
- Assists in the development and implementation of department policies and procedures.
- Assists in community outreach programs as needed.
- Attends various meetings and seminars as directed.
- Performs other related job duties as assigned.

### **SUPERVISION**

May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction including assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree or equivalent; and two (2) years' related experience; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Certified Flood Plain Manager preferred

#### **Knowledge, Skills and Abilities:**

- Ability to read, analyze, and interpret highly complex documents.
- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to read, analyze, and interpret legal documents and codes, industry technical journals, and financial data and reports.
- Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.

- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions, mathematical or diagrammatic forms and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs occasionally.
- Functions independently as an expert in matters of specialized code, rules, policy, or analysis systems.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with a variety of abstract and concrete variables.
- Thorough knowledge of the theory, principles, practices, and techniques of planning as they pertain to the design and development of urban and regional areas, planning research, zoning, and community renewal activities.
- General knowledge of county codes and regulations pertaining to planning, zoning, and community development.
- Knowledge of research methodology and standard statistical procedures.
- Ability to plan, organize, supervise, and complete complex research projects.
- Ability to establish and maintain effective working relationships with associates, department staff, municipal officials, representatives of other agencies, and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Thorough knowledge of the principles and practices of comprehensive planning and implementation.
- Thorough knowledge of federal, state, and local regulatory requirements applicable to current and long-range planning.
- Working knowledge of County codes and regulations pertaining to planning and zoning.
- Ability to develop and manage an ongoing planning and zoning program to promote efficiency within local government.
- Ability to research legislation to determine the effects on the ongoing planning / zoning program.
- Strong organizational skills, with ability to prioritize tasks and meet multiple deadlines.
- Knowledge of computers, including word processors and spreadsheet applications.

- Ability to interpret legal descriptions, maps, aerial photography, and site plans.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to 50 pounds; will regularly be required to sit, use hands to handle or feel, reach with hands and arms, and will frequently be required to talk or listen. Special vision requirements are close, distance, color, and depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.***